



April 18, 2014

KANSAS BULLETIN NO. KS-300-14-30

SUBJECT: LTP—Financial Management Modernization Initiative System— Program Contracts System Payment Process

Purpose. To cancel Bulletin KS300-13-46 and reissue the guidance on the updated Kansas version of the Financial Management Modernization Initiative (FMMI) payment review checklist

Expiration Date. September 30, 2015

This bulletin replaces Bulletin KS300-13-46 and updates guidance related to the System for Award Management (SAM) documentation in the payment process.

Kansas shall implement the following process to ensure second level review of payments is completed prior to approval. The Kansas FMMI Payment Review Checklist is to be used for the Kansas review process and NOT the checklist in Program Contracts System (ProTracts).

Steps for processing payments in ProTracts:

1. Field office (FO) certifies practice and enters payment information.
2. For entities, FO uses guidance in Bulletin KS300-14-29 to search, print, and verify valid expiration date of SAM registration.
3. FO completes payment instructions then prints Form NRCS-CPA-1245, Practice Approval and Payment Application, and obtains participant signature(s).
4. FO completes and signs the Kansas FMMI Payment Review Checklist (attached) to ensure all items are addressed. One FMMI checklist must be completed for each Form NRCS-CPA-1245 payment application.
5. FO uploads the Form NRCS-CPA-1245, SAM registry (entities only), and signed FMMI checklist as one document into electronic contracts system (eContracts) using the "Payment Information-1245" option.

(more)

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6. Financial Management (FNM) Staff at the state office will complete the second level review of the payment and the FMMI checklist information. **If any part of the checklist is incorrect, it will be returned and payment will not be accepted in ProTracts.**
7. FNM Staff will accept payment reviews in ProTracts. FNM will not provide email notifications. FOs may query ProTracts to obtain a list of “Payments waiting for approval” report under pending actions to identify. Only authorized staff shall accept a review in ProTracts.
8. Designated conservationist (DC) will approve payment in ProTracts. If a contract item number (CIN) has not been reviewed and accepted, it cannot be approved by the DC. If a SAM registry (entities only) has expired prior to approval of payment the DC shall contact the entity and inform them of the need to renew their SAM registry prior to payment approval.
9. FO will print the approved Form NRCS-CPA-1245 with the approver’s electronic signature in section 4 as an Adobe (.pdf) file and upload it into eContracts using the “Payment Information-1245” option and the same payment number.
10. FO will maintain signed copies of both the FMMI payment review checklist and Form NRCS-CPA-1245 (electronically signed in section 4 by the Natural Resources Conservation Service (NRCS) approving official) on file.

With this process, the signed FMMI payment review checklist, the SAM registry printout, and the fully signed Form NRCS-CPA-1245 will be stored in eContracts for audit purposes.

Once a payment is “approved” in ProTracts, the “undo approval” button will be available for the remainder of the day in which the payment is approved should there be a need to make changes. However, if a payment is unapproved to make changes, the payment will need to be routed again through the review process before approving the payment.

In Kansas, second level review for payments and modifications are authorized only by the FNM Staff.

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(Signed) GAYE L. BENFER, ACTING FOR

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Attachment